



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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## ***Memorandum***

TO: Administration Committee

DATE: September 7, 2011

FR: Executive Director

W.I.:

RE: Contract Amendment: Public Participation Program for Plan Bay Area – MIG, Inc. (\$150,000)

Staff recommends this Committee authorize a contract amendment with MIG, Inc., which is part of a panel of pre-qualified consultants approved by this Committee in October 2010, to provide assistance on an as-needed basis with public involvement work related to Plan Bay Area.

Under an existing contract for \$250,000, MIG is providing general outreach assistance including program design, messaging, facilitation services, graphics and web support, analysis and summary of public comment, and documentation. In conjunction with its sub-consultant, Stamen Design, MIG also has developed a visualization tool -- accessible at the [OneBayArea.org](http://OneBayArea.org) website -- to educate the public about the development of Plan Bay Area. The contract provides for these services through the adoption of the Plan in 2013. The contract amendment, in an amount not to exceed \$150,000, will be used to provide general outreach support during this fiscal year with Plan Bay Area public involvement efforts, including workshops to be conducted throughout the region and for additional visualization work. With this amendment, the contract with the consultant will total \$400,000. Funding for this contract amendment is included in the FY 2011-12 agency budget.

### **Recommendation**

To assist with public outreach and involvement for Plan Bay Area, staff recommends the Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with MIG, Inc. in an amount not to exceed \$150,000.

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Steve Heminger

SH:CA

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.:	1121
Consultant:	MIG, Inc. Berkeley, CA
Work Project Title:	Public Participation Program for the 2013 Plan Bay Area
Purpose of Project:	To assist in implementing a comprehensive public participation program for Plan Bay Area.
Brief Scope of Work:	Assistance at public workshops planned around the region; develop a visualization tool to educate the public about the scenarios that are key to the development of the 2013 Plan Bay Area.
Project Cost Not to Exceed:	\$150,000 (total contract before this amendment = \$250,000)
Fiscal Impact:	Funds are included in MTC FY 2011-12 budget.
Motion by Committee:	That the Executive Director or his designated representative is authorized to negotiate and enter into a contract amendment with MIG, Inc., for the purposes describes above and the Chief Financial Officer is authorized to set aside funds up to \$150,000 for such amendment.
Administration Committee:	<hr/> Dave Cortese, Chair
Approved:	September 14, 2011